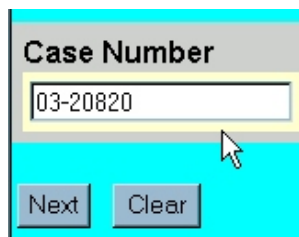


**Motion to Extend/Shorten Time.**

**STEP 1** Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.

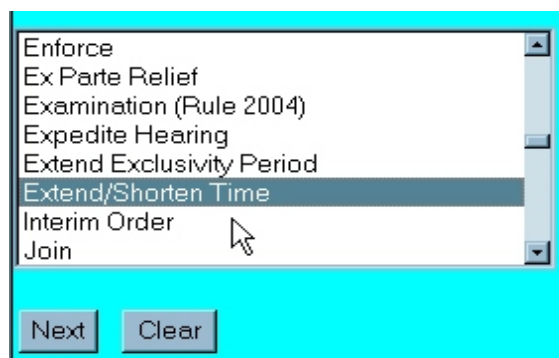


**STEP 2** The **Case Number** entry screen displays.



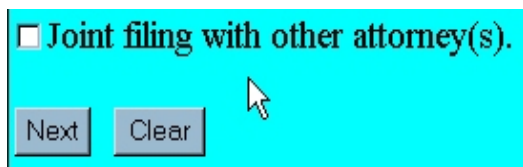
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of motion/application** being filed screen displays.



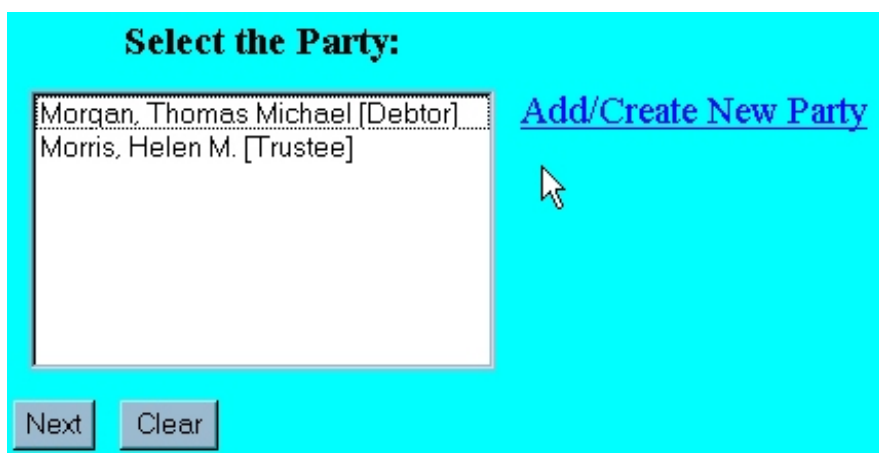
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**Extent/Shorten Time**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



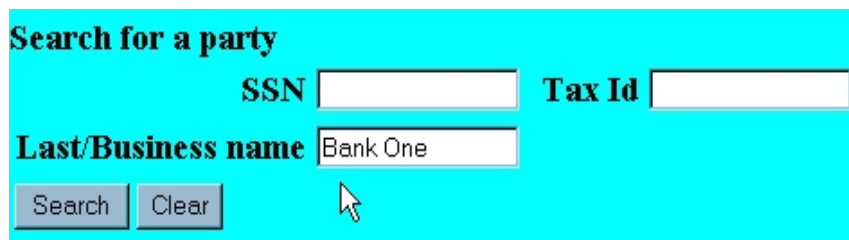
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



- ◆ If the party's name appears, proceed to **Step10**.
- ◆ If the name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search for a party** screen displays.



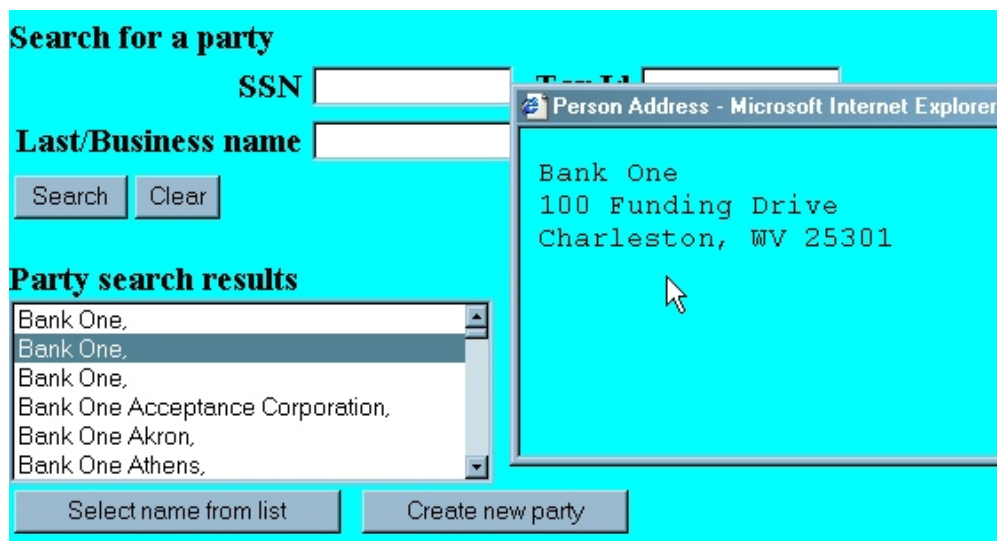
**Search for a party**

SSN  Tax Id

**Last/Business name**

- ◆ **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
- ◆ **Last/Business name:** enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

**STEP 7** The **Party search results** screen displays.



**Search for a party**

SSN  Tax Id

**Last/Business name**

**Party search results**

- Bank One,
- Bank One,
- Bank One,
- Bank One Acceptance Corporation,
- Bank One Akron,
- Bank One Athens,

**Person Address - Microsoft Internet Explorer**

Bank One  
100 Funding Drive  
Charleston, WV 25301

- ◆ If the party's name appears, click on it, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If the party's name is not found, click **Create new party** button and proceed to **Step 9**.

**STEP 8** If you picked a party from the pick-list, the **Party Information** screen displays.

**Party Information**

**Bank One** SSN:Unknown

**Office**  **Address 1**

**Address 2**  **Address 3**

**City**  **State**  **Zip**

**County**  **Country**

**Phone**  **Fax**

**E-mail**

**ProSe**  **Role**

**Party text**

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as 'A West Virginia Corporation' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

**Party Information**

**Last name**  **First name**

**Middle name**  **Generation**  **Title**

**SSN**  **Tax ID**

**Office**  **Address 1**

**Address 2**  **Address 3**

**City**  **State**  **Zip**

**County**  **Country**

**Phone**  **Fax**

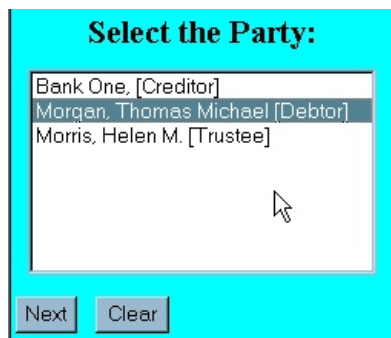
**E-mail**

**ProSe**  **Role**

**Party text**

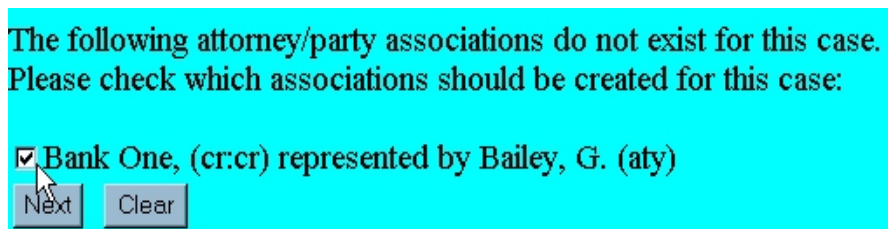
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen displays.



- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

**STEP 11** If you are filing this motion on behalf of a party in which an association has not been made in the system, the **Association** screen displays. Check the box to associate you as the attorney for the party selected/added if appropriate.



- ◆ Click **Next** to continue.

**STEP 12** The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf

**Attachments to Document:** ☐ No ☒ Yes

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents (e.g. an exhibit, appendix):
  - ▶ Click on the radio button next to 'Yes.'
  - ▶ Click on the **Next** button.

**STEP 13** The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed On

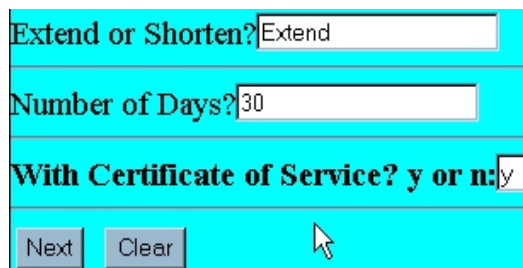
2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Extend Time to

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

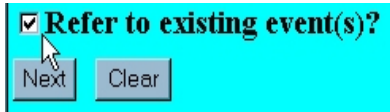
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 14** The **Extend/Shorten, Number of Days and With Certificate of Service** screen displays.



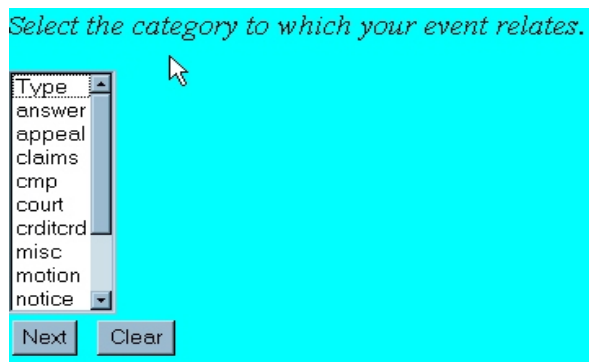
- ◆ Type **Extend** or **Shorten**.
- ◆ Type **Number of Days** requesting extension or to shorten time.
- ◆ Type a lowercase '**y**' if a Certificate of Service is attached to your document or a lowercase '**n**' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 15** The **Reference** screen displays. When a document is filed in relation to another document, you must link the documents together.



- ◆ Click on the **radio button** to insert a check mark. ECF will now pull documents in the case to make the linkage.
- ◆ Click on the **Next** button.

**STEP 16** The **Select Category** screen displays.



- ◆ Scroll down the list and click on the category under which your document was filed. If you do not know the category or want to pull up all documents, click on the first type (answer) and holding down the button on the mouse, scroll down the list to highlight all categories.
- ◆ Click on the **Next** button.

**STEP 17** The **Select Appropriate Event** screen displays.

Select the appropriate event(s) to which your event relates:

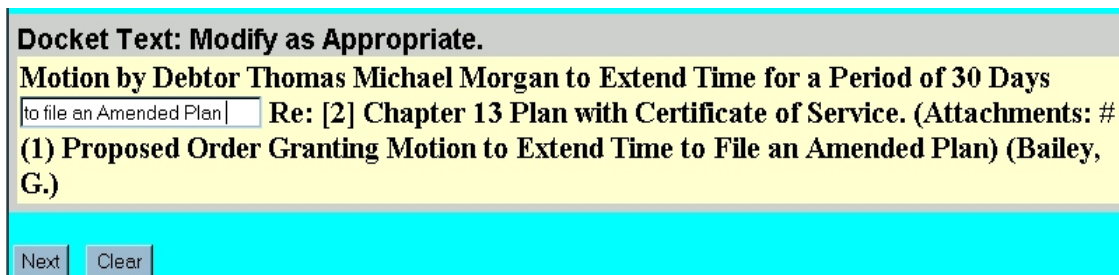
- ☐ 06/03/2003 1 Chapter 13 Voluntary Petition - all Schedules and Statements: Assets: \$45,000, Liabilities: \$45,000. Receipt # 12121, Fee Paid \$185.. (gjb, ) (Entered: 07/24/2003)
- ☒ 06/03/2003 2 Chapter 13 Plan with Motion to Avoid Lien on Living Room Furniture held by Beneficial with Certificate of Service . (gjb, ) (Entered: 07/24/2003)
- ☐ 06/03/2003 3 Meeting of Creditors to be held on 7/24/2003 at 09:00 AM at Office of the U.S. Trustee Room 2009, Charleston. Confirmation hearing to be held on 8/25/2003 at 10:00 AM at Bankruptcy Courtroom A, Charleston. Trustee Settlement Conference to be held on 8/25/2003 at 09:30 at Bankruptcy Courtroom A, Charleston. Objections to Confirmation due by 8/13/2003. Proofs of Claim due by 10/22/2003. Transmitted to BNC with Instructions for Mailing. (gjb, ) (Entered: 07/24/2003)
- ☐ 07/28/2003 Meeting Held and Debtor(s) Examined. (Morris, Helen)
- ☐ 02/27/2004 4 Notice by Debtor Thomas Michael Morgan of Voluntary Conversion of Case from Chapter 13 to Chapter 7 with Certificate of Service. Fee Paid \$15.. (Bailey, G)
- ☐ 02/27/2004 5 Motion by Creditor Bank One to Dismiss Case for Failure to File a Feasible Plan with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Dismiss Case by Bank One) (Bailey, G)
- ☐ 02/27/2004 6 Motion by Creditor Bank One to Extend Time to File Memorandum of Law for a Period of 30 Days Re: [5] Motion to Dismiss Case with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Extend Time to File Memorandum) (Bailey, G)
- ☐ 03/01/2004 7 Motion filed by Creditor Bank One to Convert Case to Chapter 7 with Certificate of Service. Fee Paid \$15 (Attachments: # (1) Proposed Order Granting Bank One's Motion to Convert Case to Chapter 7) (Bailey, G)
- ☐ 03/01/2004 Receipt of Filing Fee for Debtor(s) Notice of Conversion to Chapter 7(2:03-bk-20820) [notice,dbntccnv] (15.00). Receipt Number 1111B17705, Amount \$ 15.00. (U.S. Treasury)
- ☐ 03/01/2004 Receipt of Filing Fee for Motion to Convert Case to Chapter 7(2:03-bk-20820) [motion,mcnv7] (15.00). Receipt Number 1111B17705, Amount \$ 15.00. (U.S. Treasury)

- ◆ Click on the **radio** button next to the appropriate event to create the linkage of the two documents.
- ◆ Click on the **Next** button.

**STEP 18** A **Verification of Case** screen displays. Verify that you are working in the right case, then click on the **Next** button.

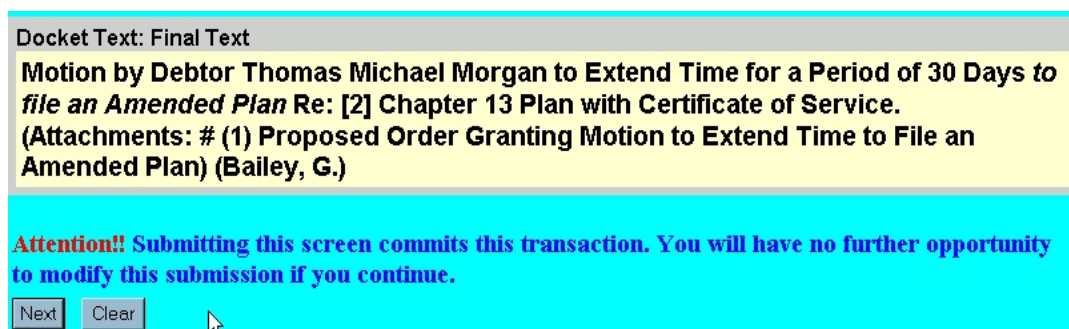
2:03-bk-20820 Thomas Michael Morgan

**STEP 19** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Type in additional text in the box provided if needed.
- ◆ Click on the **Next** button.

**STEP 20** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 21** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/10/2004 at 11:39 AM EST and filed on 3/10/2004

**Case Name:** Thomas Michael Morgan

**Case Number:** [2:03-bk-20820](#)

**Document Number:** [9](#)

**Docket Text:**  
Motion by Debtor Thomas Michael Morgan to Extend Time for a Period of 30 Days to *file an Amended Plan* Re: [2] Chapter 13 Plan with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Extend Time to File an Amended Plan) (Bailey, G.)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Motion.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/10/2004] [FileNumber=12353-0]  
[53eb8051dc978dce594ab9c2f059ee83caaa7300107d08c2f2d09781fa14b946d31f8  
3f2746827c3beebec08664b23f55099575d217a61538063f583e575f271]]

**Document description:**Proposed Order Granting Motion to Extend Time to File an Amended Plan  
**Original filename:**O:\PDFfiles\Bankruptcy - Proposed Order.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/10/2004] [FileNumber=12353-1]  
[043b4c924a15d07be8cd3e8d5c58e82322a72aad5f42c44a190ba80a4cf8d291e4d  
6115b0c394ef74e26c6272798c17f1df8d62897a36898c38f2f9a3385a0]]

**2:03-bk-20820 Notice will be electronically mailed to:**